



Manager's Report

for Council Meeting of January 24, 2006

FINANCE

Listed below are new businesses licensed during this period:

Business Name

A Place to Sit
Alliance Resource Solutions
Digital Eyes
Front Door Real Estate/Realty
Home Helpers-Direct Link
Loudoun Baby Care
Maryclean
Nextel Retail Stores, LLC
Paintech
Rath De`
Spring Essence Salon
Toll House Cleaners, Inc.

HUMAN RESOURCES

New hires and terminations for the period of January 4, 2005 to January 17, 2006

New Hires

Joo Hastings
Erik Muller
Edward C. Wade
James Neal, Jr.

Position

Office Associate I
Police Officer
Utility Maint. Wkr II
Maintenance Wkr I

Department

H R
Police
WPCF
Streets

Promotions

Robert Farris	Superintendent of Buildings	E&PW
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Transfers

None

Separations

Lyle Anderson	Utility Plant Op Trainee	WTP
Betty Potter	Communications Tech	Police
Joy Miller	Paralegal	Executive

Retirements

None

PLANNING, ZONING & DEVELOPMENT**PLANNING DIVISION**

DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: JANUARY 4, 2006 – JANUARY 17, 2006			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Meadowbrook Estates, Tract B, Block 6, Lots 2, 3, 4 and 5 TLBA-2005-0008	Boundary Line Adjustment	1 st	Proposal to adjust certain property boundaries.
Parcel C, the Property of Hazen Dean, James R. Herzog and Donald L. Irvin, Trustees of Cornerstone Chapel (File #13430-1-0) (742 Miller Drive SE)	Easement Plat and Deed	1 st	Proposal to create a 10-foot waterline easement and vacate a portion of existing easement related to the church daycare addition.
Trustees of Cornerstone Chapel (RPB-673-LC) (742 Miller Drive SE)	Easement Plat	3 rd	Proposal to dedicate right-of-way and create and vacate various easements related to the church daycare addition.
Patriot Office Park TLPF-2002-0020 (0-100 block of Fort Evans Road)	Preliminary/Final Development Plan	4 th	Proposal to construct nine three-story office buildings totaling 103,155 square feet on 4.9 acres.
Georgetown Mews, Lot 10 (403 South King Street, SW)	Correction Plat	1 st	Proposal to correct a boundary line surveying error between the South King Street right-of-way and Lot 10 of Georgetown Mews
Valley View Estates, Lots 87,86A, 85A and a portion of Lot 84 TLBA-2005-0010	Boundary Line Adjustment Plat	1 st	Proposal to adjust the boundary lines between various properties.
Potomac Crossing Church of Latter-Day Saints TLPF-2004-0022 (SW corner of Battlefield Parkway And Balls Bluff Road)	Preliminary/Final Development Plan	3 rd	Proposal to construct a 16,600 square foot church and related infrastructure.
Leesburg Plaza Retail Building, Out Parcel A	Request for Combined Preliminary/Final Development Plan Authorization	1 st	Proposal to develop a retail pad site.
Catoctin Retail Center (305 Parker Court SE)	Request for Combined Preliminary/Final Development Plan Authorization	1 st	Proposal to construct an 11,500 square foot retail use building and related infrastructure.
Turner Wilson	Correction Plat	3 rd	Proposal to correct surveying errors for various created public easements.
Oaklawn at Stratford Multi-Family TLPF-2005-0014	Final Development Plan	1 st	Proposal to construct 140 multifamily units.

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: JANUARY 4, 2006 – JANUARY 17, 2006			
Project Name (Address/Location)	<u>Project Type</u>	Submission Number	Proposal Description
Kincaid Forest, Battlefield Parkway Extension TLPF-2005-0009	Preliminary/Final Development Plan	2 nd	Proposal to construct road improvements for a section of Battlefield Parkway extending from the intersection with Kincaid Boulevard to Tavistock Drive in conjunction with the construction of 38 townhomes on Kincaid Forest, Section 3.
Leesburg Commerce Center TLPF-2005-0006 (161-163 Fort Evans Road)	Preliminary/Final Development Plan	3 rd	Proposal to construct 91,816 square feet of office and retail uses in two three-story buildings on 5.4 acres.

Leesburg Veterinary Specialists (165 Fort Evans Rd NE)	Preliminary/Final Development Plan	3 rd	Proposal to construct an 18,300 square foot veterinary clinic.
Leesburg Central TLPF-2004-0015	Preliminary/Final Development Plan	5 th	Proposal to construct two three-story buildings with 22,397 square feet of office use and related infrastructure.
Enterprise Rent-A-Car TLZM-2006-0001	Special Exception Referral	1 st	
Waterside at Tuscarora Creek (located adjacent to the Izaak Walton Park)	Minor Subdivision Plat	2 nd	Proposal to subdivide a large parcel into three smaller parcels.

**PLANS APPROVED ODR RECORDED DURING THE PERIOD OF:
JANUARY 4, 2005 – JANUARY 17, 2006**

Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Oaklawn, Lots 4 & 5 TLBA-2005-0007	Boundary Line Adjustment Plat		Recorded – proposal to adjust a property boundary line
Meadow Brook Estates, Tract B, Block 6, Lots 2, 3, 4 and 5 TLBA-2005-0008	Boundary Line Adjustment Plat	1 st	Approved – ready to record – proposal to adjust certain property boundaries.

ZONING DIVISION

Zoning Permits Issued Residential

3 SFD – Stowers - \$100,000

Zoning Permits Issued Commercial

610 East Market Street- Jerry's Chevrolet - \$850,000

Occupancy Permits Issued Residential

1 SFA – Potomac Crossing
4 SFA – Potomac Station
1 SFD – Evergreen Meadows

Occupancy Permits Issued Commercial

21 Catocin Circle – Presidential Bank

Occupancy Permits Issued Commercial

510-H East Market Street – Champion Billiards – Leesburg Plaza
510-C East Market Street – Game Stop – Leesburg Plaza
241 Ft Evans Road – Daily Grind

SPECIAL EXCEPTIONS: 5 ACTIVE, 1 APPROVED & 1 UNDER ACCEPTANCE REVIEW

1. TLSE-2004-0018 Gatehouse Networks/Edwards Landing. Located along Woods Edge Drive, N.E. at the intersection of Chickasaw Place. The applicant, Gatehouse Networks, requests permission to build a 448 square foot equipment building with three satellite dishes on HOA property. The plans were accepted for review on September 20, 2004. The Planning Commission public hearing was held on April 21, 2005. This application has been placed on hold pending determination of whether the current owner agrees to permit the application to continue.

2. TLSE-2005-0002 B&M Motor Cars. Located in the Leesburg Park Shopping Center. The applicant, Vasily Mulyar, seeks to obtain special exception approval for vehicle sales and rental facility in the B-3 District at 911 Edwards Ferry Road comprised of a 4,152 square foot building with four service bays and outdoor vehicle sales area. The application was accepted for review on March 15, 2005. A public hearing before the Planning Commission was held on September 22, 2005 and at its regular meeting on October 6, 2005 the Planning Commission recommended conditional approval of this application by a vote of 4-2 (1 absent). The Town Council public hearing was held on November 8, 2005 and the applicant requested a deferral of the vote on the application to the December 13, 2005 Council meeting, with another request to defer the vote until the January 24, 2006 Council meeting.
3. TLSE-2005-0005 The Good Shepherd Alliance. Located at 37 Sycolin Road SE. The applicant seeks to obtain special exception approval to convert an existing office use to a 1,285 square foot homeless warming center. The application was accepted for review on September 8, 2005. First submittal referral comments were due October 21, 2005 and were forwarded to the applicant. The application was resubmitted on November 23, 2005 and second submittal referral comments were due from staff on December 29, 2005.
4. TLSE -2005-0004 Carr Tank #2 Water Storage Tower. Located at the northwest quadrant of the intersection of Fort Evans Road and Battlefield Parkway. The applicant, Town of Leesburg Department of Utilities, seeks to obtain special exception approval to construct a 1.5 million gallon elevated water storage tank. The application was accepted for review on July 5, 2005. A public hearing before the Planning Commission was held on October 20, 2005, at which time the Commission voted 5-0 (2 absent) to recommend conditional approval of the application to Council. A public hearing was held before the Town Council on November 22, 2005. At its regular meeting on December 13, 2005 the Council voted 7-0 to approve the application with conditions.
5. TLSE-2005-0006 Commerce Bank Drive-thru. Located in the Leesburg Plaza Shopping Center at the northwest corner of E. Market Street and Plaza Street. The applicant, Commerce Bank N.A., seeks to obtain special exception approval to construct a 4,100 square foot bank with a drive-thru. The application was accepted for review on September 21, 2005. First submittal referral comments were due October 21, 2005 and have been forwarded to applicant. Staff is awaiting a revised submission.
6. TLSE-2005-0007 Loudoun Country Day School. Located at 237 Fairview Street. The applicant, Loudoun Country Day School, seeks to obtain special exception approval to make permanent two classroom buildings that were approved under #SE 2001-02. The application was accepted for review on September 20, 2005. First submittal referral comments were due October 21, 2005 and have been forwarded to applicant. Staff is awaiting a revised submission.
7. TLSE-2006-0001 Enterprise Rent-A-Car. Located in the Virginia Village Shopping Center in the northwest quadrant of the intersection of Catoctin Circle and Harrison Street, the applicant Enterprise Rent-A-Car seeks to obtain special exception approval to relocate their existing vehicle rental facility from the Bellewood Commons Shopping Center to a site in Virginia Village. The application was accepted for review on January 5, 2006 and first review comments are due January 27, 2006.

REZONINGS: 3 ACTIVE, 1 PENDING

1. TLZM-2005-0001 Harrison Park: Located at the northeast quadrant of the intersection of Catoctin Circle and Harrison Street, the property is approximately 11.65 acres in size. The applicant, Mitchell and Best Homes, proposes a mixed use community containing 352 multi-family units with 90 units in a two-over-two configuration to resemble townhouses, the remaining units to be located above office and retail uses, 74,890 square feet of which are proposed. A Planning Commission public hearing was held on November 3, 2005 and at its regular meeting on November 17, 2005 the Planning Commission recommended approval of the project by a vote of 4-3 with proffers. A Town Council public hearing is scheduled for January 24, 2006.
2. TLZM-2005-0002 Oaklawn at Stratford: Request to modify TLZM-1990-0116 concept plan and proffers to revise transportation improvements schedule and provide for flexible uses per land bay. The application was submitted for acceptance review and was denied due to incompleteness of application. The applicant is working with staff on a resubmission.
3. TLZM-2005-0003 H-1 Overlay District Expansion: Located adjacent to the H-1 Overlay District south of the W&OD Trail and east of Harrison Street. On October 12, 2005 the Town Council initiated an amendment to the Official Zoning Map to expand the H-1 Overlay District to include approximately 9.5 acres of property known as Harrison Park. A public hearing before the Planning Commission was held on November 3, 2005 and at that meeting the Commission voted 6-0 (1 absent) to recommended approval of this application to Council. A Town Council public hearing is scheduled for January 24, 2006.
4. TLZM-2005-0004 Loudoun Sport and Health Club: Located at 131 Fort Evans Road between that road and the Leesburg Bypass. The applicant, S&H Loudoun, L.L.C. seeks to rezone 1.92 acres from the R-6 to the B-2 Zoning District to permit a furniture warehouse store. The plans were officially accepted for review on October 17, 2005. Staff is awaiting a revised submission.

TOWN PLAN AMENDMENTS

The Zoning Division is not processing any Town Plan amendments at this time.

ZONING ORDINANCE AMENDMENTS: 1 ACTIVE

ZOAM-2005-0002 Expansion of H-1 Overlay District: Council initiated amendments to the Zoning Ordinance on October 12, 2005 to expand the H-1 Overlay District to include approximately 9.5 acres of property known as Harrison Park. A public hearing before the Planning Commission was held on November 3, 2005 and at that meeting the Commission voted 6-0 (1 absent) to recommended approval of this application to Council. A Town Council public hearing is scheduled for January 24, 2006.

BOARD OF ZONING APPEALS CASES

No cases filed at this time.

BOARD OF ARCHITECTURAL REVIEW CASES

The next scheduled B.A.R meeting is Wednesday, January 18, 2005 at 7:30 p.m. A total of 14 cases are on the agenda.

WATER & SEWER ADMINISTRATION**During this time frame there were:**

- 5 Public Facility Permits issued totaling \$51,124
- 16 work orders issued for meter sets
- 9 requests for occupancy inspection were issued.

Capital Projects Update

- Four plans and one right-of-way permit were received and reviewed with one request for water and sewer system computer modeling.
- The Loudoun County Board of Supervisors held a public hearing on the Rt. 643 Tank Special Exception on January 10. The application was sent back to Transportation and Land Use Committee for discussion of rates.
- Staff continues to meet with County staff regarding the extension of utilities to Philip A. Bolen Park. The mid-year budget request for funding has been rejected by the Loudoun County Board of Supervisors.
- Utility Maintenance Building was awarded by Council to Wayne's Home Construction .

UTILITY LINES DIVISION**Training**

- Utility Lines Division VDOT Flagging certification.

Routine items include:

- turn on's and off's
- water meter readings
- complaint investigations
- rodding and cleaning sanitary sewer trouble spots
- marking water and sewer lines for contractors and citizens
- vehicle and ditch maintenance
- bush hogging
- Sanitary sewer cleaning in SW 2 and SW 4
- Assisting the Water Pollution Control Facility in cleaning the sludge hopper

Summary Programs

- There were 15 new connections to the Town's utility system.
- Staff responded to 1 water leak repair.
- Staff responded to 469 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of January 13, 2006

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
Airport	1	Director	8/18/05	√	√	√			
Eng & PW	1	Senior Engineer (Plan Review)	7/14/05	√	√				
	1	Maint. Worker I (Buildings)	7/28/05	√	√	√			
Human Resources	1	HR Director	6/30/05	√	√	√			
Planning & Zoning	1	Planner- Plan Rev.	10/21/05	√	√	√	√	√	√
	1	Sr. Planner	10/21/05	√	√				
	1	GIS Technician	10/21/05	√	√	√	√	√	
	1	Transportation Planner	10/21/05	√	√	√	√	√	√
Police	7	Police Officer I*	4/7/05	√	√	√			
Utility Lines	1	Equipment Operator	10/24/05	√	√	√	√	√	√
	2	Maintenance Worker II	10/24/05	√	√	√	√	√	√
WPCD	1	Utility Maintenance Worker II	10/25/05	√	√	√	√	√	√
	1	Utility Plant Operator or Utility Plant Operator Trainee	12/28/05	√					
Total	20								

* Please note the Police Department has filled 4 positions (one under the FY05 budget, plus three additional positions that have been approved for the first half of the FY06 budget). Three open positions remain under the second half of the FY06 budget.

John A. Wells